



The Minnesota Chippewa Tribe

JOB ANNOUNCEMENT

Title: Executive Director
Status: Regular Full-Time
Location: Cass Lake, MN
Pay: DOQ, Full Fringe Benefits
Deadline: August 8, 2024

Administration
218-335-8581
Toll Free: 888-322-7688
Fax: 218-335-8496
Home Loan
218-335-8582
Fax: 218-335-6925
Economic Development
218-335-8583
Fax: 218-335-8496
Education
218-335-8584
Fax: 218-335-2029
Human Services
218-335-8586
Fax: 218-335-8080

PRIMARY FUNCTION

Reporting to the President of the Minnesota Chippewa Tribe (MCT), the Executive Director will serve as the chief administrator, providing leadership and implementing policies, procedures, programs and actions as set forth by the Tribal Executive Committee (TEC), and to administer day to day activities of the Minnesota Chippewa Tribe.

DUTIES AND RESPONSIBILITIES

1. Reports to the President of the MCT, maintaining open communication and disclosure of the conditions, operations, and needs of the organization.
2. Drafts, presents, and recommends organizational policies and programs to the TEC.
3. Oversees preparation of the annual budget.
4. Manage and develop programs and business of the Tribe, submitting budgets to the tribe for approval, and seeing that all activity is administered within approved budgets and regulatory guidelines.
5. Analysis program operating practices such as record keeping, document storage, systems and upgrades, forms control, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.
6. Facilitates periodic audits and compliance activities for the organization.
7. Supports and directs public relations activities to build and maintain relationships with other organizations and the public.
8. Develop and recommend long-range goals and short-range objectives, policies and plans designed to produce the most efficient and profitable results attainable.
9. Secure and manage contracts from Federal, State, and Local Governments and from private funding or grant resources.
10. Procure necessary supplies, materials, and equipment to promote the business of the TEC.
11. Written quarterly reports to TEC, including overall Division report updates, financials, capital expenditures, project updates, etc.
12. Executes other duties as requested by the TEC.
13. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Executive Director is responsible to provide direct supervision of the Human Services Director, Finance Corporation Director, Director of Administration, EPA/GAP Coordinator,

MEMBER RESERVATIONS • BOIS FORTE • FOND DU LAC • GRAND PORTAGE • LEECH LAKE • MILLE LACS • WHITE EARTH
NI-MAH-MAH-WI-NO-MIN "We all come together"

Mailing Address: P.O. Box 217, Cass Lake, MN 56633-0217 • Street Address: 15542 State 371 N.W., Cass Lake, MN 56633

Accounting Manager, Johnson O'Malley Coordinator, as well as for the overall supervision and directions of all MCT staff. Provide supervisory responsibility including but not limited to; new employee orientation and training, setting performance standards, assigning work, and monitoring work quality and productivity, conducting performance reviews, enforcing personnel policies, work rules and internal procedures, effective deployment of any applicable telework options, administering motivational techniques and applying appropriate level of coaching/discipline, providing written documentation of employee performance, notifying employees of any changes in employment status, addressing complaints and resolving problems, and carrying out supervisory responsibilities when a director is absent, following all organization policy and applicable laws. Oversees the daily administration of the organization by implementing performance standards, policies, procedures, and programs.

Provide counsel, guidance, and assistance in the operations and promotion of the business of the MCT. Counsel and assistance shall be directed toward, but not necessarily limited to, personnel policies and practices, organization, appropriate delegation of work, development of strategic planning goals and objectives, financial forecasting, financial planning, including the oversight of grant management, contracting and procurement.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE AND EXPERIENCE

1. Must have ability to provide overall leadership, direction, and management for the MCT.
2. Must have knowledge of the status of the MCT as a federally recognized Tribe, as well as knowledge of Tribal sovereignty and government to government relationships.
3. Results oriented, strategic thinker and planner.
4. Strong supervisory and leadership skills with the ability to develop and communicate the organization's mission and vision.
5. Business and program management skills, including financial management, staff supervision, and organizational skills. Public speaking skills must be able to testify in front of committees at Tribal, Federal, State or Local levels.
6. Ability to effectively present information and respond to questions from various groups, tribal leaders, tribal councils, and tribal members. Ability to use good judgment and tact when dealing with sensitive issues, the public or press under what can be stressful circumstances.
7. Must have knowledge and understanding of the status of the MCT as a federally recognized Tribe, as well as knowledge of Tribal sovereignty and government to government relationship.
8. Excellent organizational skills and attention to detail.
9. Excellent verbal and written communication skills.
10. Strong analytical and problem-solving skills.
11. Ability to read, analyze, and interpret both complex and common scientific and technical documents, financial reports and legal documents.
12. Ability to perform at a high level for decision making, planning, and organizational and personnel management.

13. Ability to establish and maintain working relationships with government agencies, community leaders, and the public.
14. Ability to function well in a high-paced and at times, stressful environment.
15. Must maintain the strictest of confidentiality.
16. Proficient with Microsoft Office Suite or related software.

EDUCATION AND/OR EXPERIENCE:

A bachelor's degree in the related field preferred, with at least five years of progressive executive leadership of business administration and/or experience, or a combination of education and experience as described above. Must have valid driver's license, current auto insurance, and the use of a privately owned vehicle for business purposes.

PERSONAL CONTACTS

Contacts are made with all levels of professional and support staff within the MCT and its six-member reservations. Contact is also made with Tribal, Federal, State, and local officials, funding agency officials, Tribal members, business leaders, and other professionals.

WORK ENVIRONMENT:

A qualified candidate, MCT Tribal member, will primarily work onsite at the MCT Office in Cass Lake. There may be times when the candidate works hybrid telework schedule as approved by their supervisor.

PHYSICAL REQUIREMENTS

The work is primarily sedentary but does require physical exertion, must be able to lift - up to 15 pounds at times.

TRAVEL REQUIREMENTS

Travel is required to attend meetings of the TEC, the Legislative Subcommittee, and other subcommittees or advisory committee meetings as appropriate. Travel is also required to visit reservation offices, to attend training sessions, or to attend Tribal, State, or Federal meetings as required.

INFORMATION TECHNOLOGY

Ability to utilize technology to accomplish the TEC's expectations and responsibilities of the position. Understanding and use of ZOOM, TEAMS, WEBEX or other platforms to set up, coordinate or host virtual meetings.

Send cover letter with resume and list of professional references to:

Jane Rea-Bruce, Executive Assistant. The Minnesota Chippewa Tribe
P.O. Box 217, Cass Lake, MN 56633
EEO-American Indian Preference